



# CONTINUOUS EXAMINATION OPEN SPOT EXAMINATION FOR DEPARTMENT OF STATE HOSPITALS-ATASCADERO, COALINGA, METROPOLITAN, AND NAPA

## FOOD SERVICE TECHNICIAN I FOOD SERVICE TECHNICIAN II

[www.dsh.ca.gov](http://www.dsh.ca.gov)

The Department of State Hospitals is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age religion, marital status, national origin, ancestry, disability, medical condition, political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### EXAMINATION TYPE

This is an open examination for the Department of State Hospitals. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

### HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

**NOTE:** All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

### WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

**DSH-ATASCADERO  
EMPLOYMENT OFFICE  
P.O. BOX 7005  
ATASCADERO, CA 93423-7001  
(805) 468-3384 / TDD (805) 468-2009**

**DSH-COALINGA  
SELECTION SERVICES UNIT  
P.O. BOX 5002  
COALINGA, CA 93210  
(559) 935-4305 / TDD (559) 935-7120**

**DSH-METROPOLITAN  
SELECTION SERVICES UNIT  
11401 SOUTH BLOOMFIELD AVENUE  
NORWALK, CA 90650  
(562) 863-7011 / TDD (562) 863-1743**

**DSH-NAPA  
PERSONNEL OFFICE  
2100 NAPA-VALLEJO HIGHWAY  
NAPA, CA 94558  
(707) 253-5611 / TDD (707) 253-5768**

### California Relay for the hearing impaired:

From a TDD Phone (800) 735-2929  
From a Voice Phone (800) 735-2922

### EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is Once every 12 months. If you have taken an examination for this classification with the Department of State Hospitals, Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton, or Vacaville within the last 12 months, you are not eligible to compete in this examination.

### FINAL FILE DATE

**Continuous Testing – No Final File Date.** Testing is considered continuous as dates can be set at any time.

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.

### IDENTIFICATION REQUIRED

Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

## SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

FOOD SERVICE TECHNICIAN I  
FOOD SERVICE TECHNICIAN II

DK60/2194  
DK50/2193

FINAL FILING DATE: CONTINUOUS

**EXAMINATION  
DATES**

Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.

**SALARY RANGE**

Food Service Technician I  
\$2,065.00 - \$2,507.00\*

Food Service Technician II  
\$2,215.00 - \$2,693.00\*

\*Through June 30, 2013, full-time employees' monthly pay will be reduced by 4.62% in exchange for eight (8) hours of leave. Part-time employees shall be subject to the pay reduction on a pro-rated basis consistent with their time base. The salary above does not reflect this reduction.

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have read, understood, and possess the basic qualifications required.

**NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.**

**MINIMUM  
QUALIFICATIONS**

**FOOD SERVICE TECHNICIAN I**

Experience: Six months of experience in an institution, hotel, or restaurant, either serving, cleaning food service areas, or assisting with the preparation and service of foods and beverages. (Completion of the eighth grade may be substituted for the required experience.) (To be considered for appointment at the California Maritime Academy, candidates must be eligible for documentation by the United States Coast Guard.)

**FOOD SERVICE TECHNICIAN II**

**EITHER I**

One year of experience performing the duties of a Food Service Technician I in the California state service.

**OR II**

Two years of experience in the distribution and service of foods in large quantity. This experience must have included the cleaning and maintaining of equipment and work areas.

**SPECIAL PERSONAL  
CHARACTERISTICS**

Sympathetic understanding of and willingness to work with the resident population of a State institution; personal cleanliness, good sense of smell and taste; and freedom from communicable disease.

**JOB DESCRIPTION**

**FOOD SERVICE TECHNICIAN I**

Under supervision in a State institution, as assigned, to serve or assist with the preparation of foods and beverages; to clean and maintain food service equipment, utensils, and work areas; as required, to instruct and work with helpers from the resident population; may instruct, lead, or supervise inmates, wards, or resident workers; and do other related work.

**FOOD SERVICE TECHNICIAN II**

Under direction, in a State institution, to lead, instruct, and work with employees and helpers from the resident population engaged in serving meals and cleaning and maintaining work areas, equipment, and utensils; to be in charge of a dining room, central pot-washing room or vegetable room, or clean-up operations in a bake shop or other comparable assignments; may instruct, lead, or supervise inmates, wards, or resident workers; and do other related work.

**POSITION  
LOCATION(S)**

Atascadero, Coalinga, Metropolitan, and Napa

**EXAMINATION  
INFORMATION**

**This examination may consist of a Written Exam weighted 100%.**

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. ***Candidates who do not appear for the interview will be disqualified.***

**EXAMINATION  
SCOPE**

**Written Exam – Weighted 100%**

**FOOD SERVICE TECHNICIAN I**

**Knowledge of:**

1. Methods of cleaning and preparing foods for cooking and storing food.
2. Proper methods of arranging dining room furniture, setting tables, and serving meals.
3. Various types of food service utensils and equipment and their uses.
4. Methods of cleaning and maintaining food service areas, utensils, and equipment.
5. Sanitation and safety measures in food service areas.
6. General pantry work.

**Ability to:**

1. Portion servings.
2. Follow directions and keep simple records.
3. Communicate at a level appropriate to the classification.

**FOOD SERVICE TECHNICIAN II**

**Knowledge of:**

1. Arrangement and operation of dining rooms and food service counters;
2. Various types of dining room and service utensils and equipment and their uses;
3. Methods of cleaning and maintaining food service areas, utensils, and equipment;
4. Dining room sanitation and safety measures;
5. Methods of cleaning and preparing foods for cooking and storing food;
6. Operation and maintenance of various types of machinery used in pot washing, bake shop, and vegetable preparation;
7. Effective personnel practices and general pantry operation.

**Ability to:**

1. Communicate at a level required for successful job performance;
2. Supervise helpers;
3. Give on-the-job instructions to helpers;
4. Keep records and prepare reports;
5. Read and follow serving instructions for therapeutic diets.

**ELIGIBLE LIST  
INFORMATION**

Departmental open eligible lists will be established for the Department of State Hospitals-Atascadero, Coalinga, Metropolitan, and Napa. The eligible lists will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, and Napa. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS  
PREFERENCE**

**Food Service Technician I**

Veteran's preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points.

**Food Service Technician II**

Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

## GENERAL INFORMATION

**For an examination without a written feature** it is the competitor's responsibility to contact the Department of State Hospitals, Selection Services Unit at (916) 651-8832 three weeks after the application deadline date if she/he has not received a progress notice.

**If a competitor's notice of oral interview** or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

**Examination and/or Employment Application (STD. 678) forms are available** at the California Department of Human Resources, local offices of the Employment Development Department, the Department of State Hospitals, and accessible on the internet at [www.CalHR.ca.gov](http://www.CalHR.ca.gov).

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

**The Department of State Hospitals** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Veterans' Preference:** California law limits the granting of veterans preference credits to entrance examinations. Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS.** Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from California Department of Human Resources, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination and/or Employment Application (STD. 678) form. (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street, Sacramento, CA 95811.)

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## DEPARTMENT OF STATE HOSPITALS

Selection Services Unit  
1600 9<sup>th</sup> Street, Room 121  
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
From TDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922